USERS' GUIDE TO THE COMPENSATION COMPENDIUM:

To find salary regulations, single and trainee rates, and health benefits information:
- Go to **Table of Contents**;
- Click on **Sections and Appendixes** for further menu options.

To find Salary Schedules:
- Go to **Table of Contents** page;
- Click on drop down menu for **Salary Schedules**;
- Click on **Employee Relations Group List**;
- Click on drop down menu for Select;
- Click on 06/07/04 for the current year, to find your Employee Relations Group (ERG);

Example: If you are a Principal Clerk Typist, R12, "R" is your ERG [Primary Level Supervisors Unit (CWA)], "12" is your salary range
- Click on Display [Note: you can change the Year to view your future or past salary];
- Use scroll bars to find your ERG [Example: "R"] and click;
- Use scroll bar to find your salary range [Example: "12"];
- There are nine steps for most salary ranges.

To find **Salary Conversion Tables**:
- Go to **Table of Contents** page;
- Click on drop down menu for **Salary Schedules**;
- Click on **Salary Conversion Tables**;
- Select a Fiscal Year from the drop down menu;
- Enter annual salary;
- Click **Display** to view bi-weekly, daily, hourly and overtime rates.